



# PURCHASE ORDER

**PO Number: 303-2-0046**

*Requisition Number: 303-2-00131*

**Order Date: 8/26/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Central Services Bldg  
1711 San Jacinto Blvd.  
Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

70000200215  
Lois Bingham  
1801 Washburn Rd.  
Luling, TX 78648  
Lois Bingham  
Phone: 512-619-5592, Fax:  
loisbingham@ranchwireless.com

Accounting Services to assist assist fiscal staff in implementation of new accounting system transition needs.

Scope of work as per RFP No. 303-2-00131

**Description** TFC Contact:  
Diane Jackson (512) 463-1918

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

## Line Items

| Description  | Qty | Unit | Unit Price  | Start Date | End Date  | Total       |
|--|-----|------|-------------|------------|-----------|-------------|
| Requirements include, but are not limited to, the following activities:<br>i) Provide Accounting support to Fiscal Staff during CAPPS Financial planning and implementation stages. This includes, but is not limited to Accounts Payable, Accounts Receivable, General Ledger, Annual Financial Report Preparation, Cash Management, and Reconciliation.<br>ii) Provide GFAS expertise and input during Fit/Gap analysis to staff participating in CAPPS Financial system implementation. | 1   | year | \$58,800.00 | 9/1/2021   | 8/31/2022 | \$58,800.00 |

iii) Provide training and procedure development guidance as needed to staff regarding GFAS and USAS in preparation to transition to CAPPS Financials.

Term: beginning on September 1, 2021 and shall expire on August 31, 2022. The contract may be renewed for one (1) additional year, provided the renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes.

**NIGP Class:** 946

**NIGP Item:** 10

**Object Class:** 245

**Reimbursement Type:** Not Reimbursable

**Grand Total \$58,800.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

|                                  |   |
|----------------------------------|---|
| <b>Agency</b>                    | TFC   |
| <b>Fiscal Year</b>               | 2022  |
| <b>Division</b>                  | Finance   |
| <b>Program</b>                   | Fiscal  |
| <b>Phone</b>                     | 5124631918  |
| <b>Org Code</b>                  | 0601 - Fiscal   |
| <b>Type of Purchase/PCC Code</b> | 'S' Purchases of commodities/services when the total amount is greater than \$25,000.00 |
| <b>Work Order Number</b>         | N/A   |

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)